COVER LETTER WORKSHEET

Prepare for writing a cover letter by gathering the information on this form.

HIRING MANAGER INFORMATION

Hiring Manager Name _____

Company Name _____

Company Address _____

Company Phone _____

OPENING PARAGRAPH

Target Job Title _____

Years Of Relevant Experience _____

Key Skills Or Strengths:

1. _____
2. _____
3. _____

MIDDLE PARAGRAPHS

Most Recent Or Relevant Position(s) _____

Key Responsibilities Of Target Position:

1. _____
2. _____

Your Skills & Experience Using Keywords Found In The Job Description:

1. _____
2. _____
3. _____

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4. _____

5. _____

Specific Example Of A Time You Used A Required Skill

Context/Challenge: _____

_____

Actions: _____

_____

Result: _____

Specific Example Of A Time You Completed A Required Task

Context/Challenge: _____

_____

Actions: _____

_____

Result: _____

Praise/Award/Promotion You Have Received: _____

CLOSING PARAGRAPH

Something That Attracts You To This Specific Position Or Company: _____

_____

Reminder Of Key Skill Or Experience: _____

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